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14 OCT 1966

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT: Designation of Critical Key Employees for Official Home-to-Work Transportation During Snow Emergencies

1. As a result of experience gained during the "Blizzard of 1966," it is recommended that you designate, by name and home address, the critical key officials and employees in the Director's office who should be furnished official home-to-work transportation during snow emergencies. This list should be highly restrictive and contain only the names of officials and employees whose absence would have a critical effect on emergency Agency work.

2. I have forwarded a similar request to the Deputy Directors. When replies are received, a plan will be developed with times, routes and pickup points, as required, and your office and the Directorates will be advised accordingly. Within the limitations of available equipment and personnel, official transportation will be provided utilizing four-wheel-drive vehicles for the few designated officials and employees who cannot get to work by public transportation or with their own vehicles.

SIGNED R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

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